



NATIONAL GUARD BUREAU

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ARNG-HRZ

7 March 2012

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: State Recognition for Improving Data Quality (ARNG-HRZ Policy Memo #12-024)

1. References. NGB Policy Memorandum #11-052, Data Standards, Quality and System Development, dated 26 July 2011.

2. Purpose. The purpose of this memorandum is to announce a Data Quality Improvement Program that will be a cornerstone for improving the human resources operational environment through high quality information and smooth migration of the ARNG to the Integrated Personnel and Pay System - Army (IPPS-A) solution.

3. Scope. The initial Data Quality Improvement Program will launch on 1 March 2012 and end 30 April 2012, the Data Governance Working Group will periodically identify new information areas as targets for quality improvement, the initial focus will be on:

- a. Increase ORB/ERB certification rates.
- b. Decrease discrepancies in training pipeline.
- c. Reduce vacancy rates.

4. Data Quality Metrics. The EOM February 2012 data will be used to establish the baseline for calculating the monthly and cumulative reporting date metrics. The source for calculating the metrics will be the following reports:

a. Increase ORB/ERB certification rates - The Record Brief Certification Report documents how many Soldier Record Briefs were certified by the HR Clerk with ORB/ERB application edit capabilities. The report is available on the G1 Portal in DPRO under the "Record Brief" tab.

b. Decrease discrepancies in training pipeline - The Training Pipeline Discrepancy report identifying officers, warrant officers, and enlisted Soldiers having different information in ATRRS and SIDPERS can be found in DPRO under the Leadership Reports Section, SIDPERS, Discrepancy Reports. These issues are also listed on the Data Quality Index (DQI) tool in DPRO under the Applications link.

- c. Reduce vacancy rates - Vacancy reports for ensuring Soldiers are being properly

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utilized and coded are located in DPRO under the Leadership Reports Section, Vacancy Management. The Excess Management Tool (EMT) in DPRO under the Application link can be helpful to a state in identifying potential DMOSQ fillers for vacancies within your state. Accurate vacancy reporting also relies heavily on the proper management of the Authorized Strength tables.

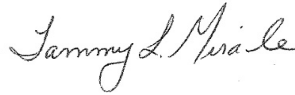
5. The enclosed instructions will provide additional information on the initial Data Quality Improvement Program targets.

6. Recognition and Rewards. The three top performing States and the one most improved State will be publicly recognized for their achievements based on the calculated metrics. The first such recognition will occur at the Personnel Readiness Summit in St. Louis in May 2012.

7. The point of contact for this memorandum is Mr. Terry Carroll, G1 CIO at 703-216-5335 or Terry.Carroll2@us.army.mil.

1 Encls

1. [Amplify DQI Instructions.docx](#)



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